



CITY OF SAINT PAUL
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AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY CONTRACT SPECIFICATIONS

The Affirmative Action/Equal Employment Opportunity Contract Specifications shall apply to all companies receiving \$50,000 or more in City of Saint Paul contracts over the preceding twelve months. These City contractors shall include the AA/EEO Contract Specifications in all lower tier contracts with subcontractors.

1. Every contractor or subcontractor whose total accumulated contract awards from the City of Saint Paul over the preceding twelve months have met or exceeded \$50,000 must complete and submit to the Department an Affirmative Action Program Registration form. The contractor must certify that it has developed and is implementing an effective Affirmative Action Program which is substantially similar to the Department's Model Affirmative Action Program. Once the Affirmative Action Program Registration is completed and accepted by the Saint Paul Human Rights Department, the contractor will be notified by letter. Registration is valid for two (2) years, during which time the contractor may be selected for a compliance review. At the end of the two-year period, the contractor must complete and submit a new Registration form.
2. The contractor shall implement the specific equal employment opportunity/affirmative action provisions outlined in paragraphs 3(A) to 3(G) of these Specifications and all the provisions of their Affirmative Action Plan.
3. The contractor shall take specific action to ensure equal employment opportunity. The evaluation of the contractor's compliance with these specifications must be based upon its effort to achieve maximum results from its actions. The contractor shall document these efforts fully and shall implement affirmative action steps at least as extensively as the following:
 - A. Designate a responsible official to monitor the employment related activity to ensure that the contractor's Equal Employment Opportunity Policy and Affirmative Action Plan are being implemented, to keep appropriate records, and to submit reports relating to the provisions hereof as may be required by the Saint Paul Human Rights Department.
 - B. Make every good faith effort to maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the contractor's employees are assigned to work. The contractor shall specifically ensure that all lead supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the contractor's obligation to maintain such a working environment, with specific attention to minorities, women, and individuals with disabilities working at such sites or in such facilities.
 - C. Establish and maintain a face-to-face relationship with recruitment sources for minorities, women, and individuals with disabilities. Contractors must document meetings and telephone contacts with recruitment sources. Provide written notification to recruitment sources for minorities, women, and individuals with disabilities and to community organizations when the contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.

D. Disseminate the contractor's equal employment opportunity and affirmative action (EEO/AA) policy by providing a copy of the policy to all applicable unions and training programs. Request the cooperation of unions and training programs in assisting the contractor in meeting its equal employment opportunity obligations. Include the EEO/AA policy in all policy manuals and collective bargaining agreements. Publicize the EEO/AA policy in the company newspaper or annual report. Review the policy with all employees, including management personnel at least once a year. Post the EEO/AA policy on bulletin boards or other places accessible to all employees at each location where work is performed. Distribute the EEO/AA policy to all employees, including temporary, seasonal, and part-time employees and to all independent contractors.

E. Review, at least annually, the contractor's equal employment opportunity policy and affirmative action obligations with all employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

F. Direct its recruitment efforts, both oral and written, to community organizations oriented toward minorities, women, and individuals with disabilities, to schools with significant numbers of students who are minorities, women, and individuals with disabilities, and to recruitment and training organizations oriented toward minorities, women, and individuals with disabilities serving the contractor's recruitment area and employment needs.

G. Ensure that seniority practices, job classifications, work assignments, and other personnel practices do not have discriminatory effect. Continually monitor all personnel and employment related activities to ensure that the equal employment opportunity policy and the contractor's obligations under these specifications are being carried out.

4. The contractor, in fulfilling its obligations under these Specifications, shall implement specific affirmative action steps, at least as extensively as those standards prescribed in paragraph 3(A) to 3(G) herein, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the contractor fails to comply with the requirements of Section 183 of the Saint Paul Legislative Code, its implementing Rules, Council Resolution 06-304, or these Specifications, the Director may proceed with appropriate sanctions, including: suspension, termination, and cancellation of existing contracts.

5. The contractor shall not enter into any contract with any person or firm debarred from government contracts under section 183 of the Saint Paul Legislative Code, Chapter 139 of the Minneapolis Ordinances, the federal Executive Order 11246, or whose state certificate of compliance has been suspended or revoked pursuant to Minnesota Statutes, Section 363.073.

6. The contractor shall implement such sanctions for subcontractors' violations of these Specifications, including: suspension, termination, and cancellation of existing contracts as may be imposed or ordered pursuant to Section 183 of the Saint Paul Legislative Code and its implementing rules. Any contractor who fails to implement such sanctions shall be in violation of these Specifications and Section 183 of the Code.

SUPPLEMENTAL AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT OPPORTUNITY CONTRACT SPECIFICATIONS FOR CONSTRUCTION CONTRACTS

7. The following Supplemental EEO/AA Specifications shall apply to all contracts for construction projects with \$50,000 or more in City of Saint Paul financial assistance. All contractors shall include these Supplemental EEO/AA Specifications in all lower tier contracts for construction work.

8. The female and female and minority utilization goals set forth below are for construction projects receiving \$50,000 or more in City assistance and are expressed as a percentage of hours performed by construction workers on site. Contractors must actively demonstrate and document their good faith efforts to meet or exceed these goals:

- 6% of total hours performed by women,
- 11 % of skilled craft hours performed by minorities, and
- 11 % of laborer hours performed by minorities.

9. The apprentice utilization goals set forth below are for construction projects receiving \$50,000 or more in City assistance and are expressed as a percentage of hours performed by construction workers on site. Contractors must actively demonstrate and document their good faith efforts to meet or exceed these goals:

- 15% of total hours performed by apprentices,
- 6% of apprentice hours performed by women, and
- 11% of apprentice hours performed by minorities.

10. Contractors must establish contact with the Apprenticeship Opportunities Pilot Project (AOPP) staff prior to the start of a construction project with \$50,000 or more in City of Saint Paul financial assistance in order to discuss union apprenticeship opportunities in the contractor's workforce. When seeking to fill specific openings, contractors will give AOPP a reasonable amount of time to locate and refer applicants, preferably one month prior to the closing date for receipt of applications. Contractor must report to AOPP the disposition of the candidates which are referred.

11. After the contract has been awarded, but before construction begins, all contractors that have been selected to work on the project will be required to meet in a Pre-Construction Conference with the Human Rights Specialist that has been assigned to monitor the project. This conference will be held to discuss the utilization goals for minority and women, how the goals will be met, and any problems that may affect the project's ability to achieve the goals.

12. Every contractor must submit the Identification of Prime Contractors, Subcontractors and Major Material Supplier Form (CPF-3). The names, addresses, telephone numbers, start date, completion date and nature of work must be listed for the contractor, as well as all lower tier contractors (including material suppliers).

13. All contractors must complete and submit to the Human Rights Specialist the Project Employment Utilization (PEU) form indicating the total number of project work hours they anticipate it will take to complete their portion of the work on the construction project, total female work hours, total skilled work hours, total minority skilled work hours, total laborer work hours, and total minority laborer work hours. All contractors must indicate on the bottom of the PEU form if they will meet the goals through their internal work force or by hiring additional employees. If a contractor is unable to meet the goals, they must indicate the reason at the bottom of the PEU form. These forms must be submitted to the Saint Paul Department of Human Rights before the start of the project.

14. All contractors must complete and submit to the Human Rights Specialist the Apprentice Utilization form indicating the total number of project work hours they anticipate it will take to complete their portion of the work on the construction project, total number of apprentice hours, total female apprentice hours, and total minority apprentice hours. If a contractor is unable to meet the goals, they must indicate the reason at the bottom of the Apprentice Utilization form. These forms must be submitted to the Saint Paul Department of Human Rights before the start of the project.

15. All contractors performing work on a construction project must submit Monthly Employment Utilization (MEU) reports to the Saint Paul Department of Human Rights by the 7th of every month. These reports must indicate (1) the number of minority and female work hours performed on site, and (2) the number of minority and female construction workers on site each month. The contractors must also respond to the related data requested on the back of the form. The MEU forms must be collected and summed by the Prime Contractor every month. The Prime Contractor's monthly summaries must be cumulative, showing all subcontractors and work hours performed on site from the project start to date. The MEU summary spreadsheet and the monthly spreadsheet must be submitted to the Department by the 7th of each month.

16. Should the contractor fail to make every good faith effort to meet the goals for participation of women and minorities set forth in these Specifications, the Director may take appropriate measures to sanction the contractor pursuant to these specifications and Section 183 of the Saint Paul Legislative Code.

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